



## HIDDEN VALLEY SCHOOL COUNCIL ROLE DESCRIPTIONS

*All positions may be held by two persons as co-directors in that position, except Chairperson and Vice Chair. Where co-directors hold a position, they must determine between themselves, coordinate and communicate to the Chair or Vice Chair who will attend each meeting and perform the functions required. Board Members' term of office shall correspond with the Council year and Membership year (October through to September).*

The Board of Directors shall serve on both Council and Society and consist of:

### Chairperson

- Election to the position of Chairperson shall be for both the Council and the Society.
- The Chairperson shall chair all meetings of the Council and Society and oversee Council and Society activities.
- The Chairperson shall have the following responsibilities:
  - a) to establish an agenda for Council members, in conjunction with the Principal, the Board of Directors and Members prior to the general meetings;
  - b) to represent the Council or designate an official representative at any official function;
  - c) to ensure that all Council business meets the Philosophy outlined in the Bylaws;
  - d) to facilitate decision making by the Council as explained in the Bylaws;
  - e) to prepare and provide to the CBE an annual report that includes activities of the Council in the year; and
  - f) to be the official spokesperson of the School Council.

### Vice-Chair

The Vice-Chair shall assist the Chairperson and assume the duties of the Chair in their absence, or when designated to do so by the Chairperson.

- a) the Vice-Chair shall also provide support as needed to other Directors.

### Secretary

- The Secretary shall act as the scribe for all Council and Society meetings and ensure the accurate, written recording of all minutes of meetings.
- The Secretary shall have the following responsibilities:
  - a) to record in typed format and make available to attending Members, the minutes of all meetings of the Council and the Society;
  - b) to provide the minutes to Directors and anyone with action items;
  - c) to post minutes of the meetings on the School website prior to meetings;
  - d) to assume correspondence duties as required;
  - e) to provide a highlight of upcoming events or activities discussions from the Council for dissemination through the School's regular communication channel;
  - f) to maintain a register of active Members;

g) to provide notice of School Council meetings in accordance with these Bylaws.

### Treasurer

The Treasurer will have the following responsibilities:

- establish and maintain bank accounts and books as directed by the Council and Society;
- monitor, control and present all financial transactions of the Council and Society;
- receive and deposit all monies prior to the next meeting and before the end of the year;
- ensure that all debts are paid in a timely manner;
- prepare and report at each Council and Society meeting a statement of financial position which includes a statement of revenue and expenditures for each fundraising event;
- make sure an audited statement of the financial position of the Council and Society is prepared and presented at the Annual Meeting; and
- carries out other duties assigned by Council.

### Community Liaison

The Community Liaison shall act as a link liaison between the School and the wider communities which encompass the School's attendance zone. The Community Liaison shall have the following responsibilities:

- to establish and maintain contacts and communication with the wider community, for example, by placing notices in the community newsletters on behalf of the School;
- to establish and maintain contact and communication with appropriate external organizations and groups in Calgary which may be beneficial to the School and Council;
- to attend, or designate a representative to attend, meetings of the Community Associations as necessary;
- to obtain minutes from Community Associations meetings as necessary; and
- to report regularly to Council.

### Key Communicator

The Key Communicator shall act as a representative liaison between the CBE and Council

The Key Communicator shall have the following responsibilities:

- to attend Key Communicator and/or Council of School Council (COSC) meetings called by the CBE as a representative of the Council; and
- to report on the CBE Key Communicator meetings at the Council meetings.

### Community Schools Liaison

The Community Schools Liaison Director shall act as liaison between the Council and Valley Creek Middle School and other schools as required. The Community Schools Liaison Director shall have the following responsibilities:

- to obtain minutes of Valley Creek School Council meetings;
- to attend meetings of Valley Creek School as necessary; and
- to report items of interest to Council, including other schools as necessary

### AGLC Coordinator

AGLC Coordinator ensures compliance with licensing conditions and work in conjunction with Alberta Gaming and Liquor Commission to obtain and maintain a gaming license for the Province of Alberta. The AGLC Coordinator shall have the following responsibilities:

- Ensures compliance with licensing conditions and works in conjunction with AGLC;
- Ensures proper Use of Proceeds from AGLC;
- Primary contact for volunteers for all AGLC initiatives and related shifts.

### Fundraising Director

In partnership with the AGLC Coordinator, The Fundraising Director shall act as a liaison between Council and Society with respect to fundraising activities in the Society. The Fundraising Director shall have the following responsibilities:

- work with the Council and Society in the setting of realistic and proper fundraising activities;
- to report to the Society recommendations from Council on fundraising activities;
- to assist the School in the organization and coordination of social activities that encourage school spirit.

### Naturalization Coordinator

Serve as the Team Lead of the Naturalization sub-committee. Responsibilities include:

- liaise between the School Council and naturalization subcommittee;
- ensure that on going up-keep, maintenance and additional expansion (if deemed necessary by School parent council) of the naturalization area is facilitated; and
- recruit and coordinate volunteers to perform the on-going up-keep, maintenance and expansion.

### Standing Committees

Council shall, at a minimum, establish an Activities committee, a Fundraising committee, and a Naturalization committee to perform such tasks as agreed upon by Council.

**MANY** volunteers are needed to sit on the current committees:

- a) Activities Committee to promote the mandate agreed upon by the Council. (These activities include school spirit activities, parents care program, etc);
- b) Fundraising Committee to identify fundraising opportunities that will financially support Council initiatives and to help initiate them;
- c) Naturalization Committee to perform such tasks as agreed upon by Council;
- d) Traffic Safety Committee to perform such tasks as agreed upon by Council (traffic blitzes).